

EDITED KSA LISTING

CLASS: LABOR RELATIONS ANALYST

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

	Knowledge of:
K1.	Broad knowledge of the principles relative to the collective bargaining process in the private and public sectors to ensure compliance with various laws, rules, regulations, etc. and represent the interest of the Department.
K2.	Broad knowledge of the principles of management's rights, (e.g. hiring, discipline, promotion, assignments, etc.) employee representation rights, (e.g. rank and file, excluded, etc.) and unfair labor practices to effectively administer all labor relations policies, practices, procedures, etc.
K3.	Working knowledge of State and Federal labor laws, rules, and procedures applicable to public sector employment to effectively administer all labor relations policies, practices, procedures, etc.
K4.	Extensive working knowledge of standard negotiating strategies, tactics, and impasse procedures to represent the Department and reach mutual resolution with labor unions.
K5.	Comprehensive knowledge of grievance procedures to fulfill the requirements specified in bargaining unit agreements and/or excluded employee(s) grievance procedures, laws, and rules to represent the interest of the Department.
K6.	General knowledge of available resources pertaining to public sector employer-employee relations to effectively administer all labor relations policies, practices, procedures, etc.
K7.	General knowledge of state management practices to effectively administer all labor relations policies, practices, procedures, etc. to provide effective guidance to departmental personnel.
K8.	Basic knowledge of training methods, techniques and visual aids to develop and provide training programs and presentations to staff.
K9.	Basic knowledge of patterns in public sector negotiations and arbitration decisions to effectively administer all labor relations policies, practices, procedures, etc.
K10.	Working knowledge of administrative procedures and practices for various dispute resolution hearings (e.g. State Personnel Board hearings, arbitration, mini-arbitration, unfair labor practice charges, etc.) to effectively support the interest of the Department.

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	Skill to:
S1.	Skill to work with all levels of management to effectively provide information and ensure the Department is in compliance with labor/management relations laws, policies, procedures, and negotiated agreements.
S2.	Skill to interpret and apply labor laws, rules, regulations, policies, procedures, precedents, and labor agreement provisions in order to accurately advise managers/supervisors on the appropriate implementation of the law including negotiated contract agreements.
S3.	Skill to develop training programs in employer-employee relations for excluded staff in order to provide updates, information regarding labor relations law, policies, procedures or collective bargaining agreements.
S4.	Skill to analyze and apply various forms of data accurately to provide statistical, informational, etc., reports to management.
S5.	Skill to conduct research in order to obtain and/or support information/data regarding labor relations activities.
S6.	Skill to effectively communicate verbally and/or in writing to exchange information on labor relations issues and related matters.
S7.	Skill to maintain confidentiality in highly controversial situations to preserve the integrity of labor relations issues and related matters.
S8.	Ability to effectively handle stressful or sensitive situations with professionalism, tact and diplomacy.
S9.	Ability to provide presentations to large groups in a clear and concise manner.
	Ability to:
A1.	Ability to remain unbiased when evaluating and making recommendations for resolving disputes and employee grievances.
A2.	Ability to use good judgment and make sound decisions in critical and sensitive situations.
A3.	Ability to work under severe pressure after long hours.
A4.	Ability to promote a cooperative atmosphere during meetings involving adversarial situations.

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	Special Personal Characteristics:
SPC1.	
SPC2.	
SPC3.	
SPC4.	
SPC5.	
SPC6.	
SPC7.	